

ITLC Online Course Booking Form –Affiliated, Alumni and External Applicants

Our online courses are delivered via Microsoft Teams. To take part in this course you will need to provide your own computer with a browser and the Teams desktop app installed. You will need a webcam and microphone with speakers or headset. You need to be online with a reliable internet connection.

PLEASE COMPLETE ALL SECTIONS OF THE FORM AND SIGN AND DATE THE DECLARATION.

RETURN THIS FORM BY EMAIL ATTACHMENT TO COURSES@IT.OX.AC.UK:

IF YOU HAVE ANY QUERIES, PLEASE EMAIL THE COURSE ADMINISTRATION TEAM: courses@it.ox.ac.uk

Section 1 – Course Details

Course Name Date

Course Name Date

Course Name Date

Section 2 - Applicant Details

Title:	Forename:	Surname:
Status (please tick)	<input type="checkbox"/> Affiliated to University <i>You may be asked for proof of affiliation</i>	
	<input type="checkbox"/> Oxford University Alumni	
	<input type="checkbox"/> External	
Institution/Company:		
Department/Unit:		
Address:		
Postcode:		Country:
Email:		Tel:
Have you attended any other ITLC courses? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Do you have any accessibility requirements?

Yes No

If yes, please specify

Is there anything else that would be useful for us to know relating to your course booking?

Section 4 – Payment

PAYMENT CAN BE MADE BY CREDIT OR DEBIT CARDS (VIA OUR ONLINE SHOP) OR BY PURCHASE ORDER/INVOICE.

PAYMENT MUST BE MADE IN FULL BEFORE YOUR PLACE CAN BE CONFIRMED.

Who will be responsible for paying the course fees?

I will be paying My institution/company will be paying the full course fee. Please supply name and address below.

Name:	Tel:
Address:	
Email:	

Payment method

Payment will be made as follows:

Debit/Credit Card – we will email you with details of our online store.

Purchase Order - please attach the PO to this booking form.

Cancellation of a course place

Any cancellations should be made in writing or by email.

Cancellations must be made at least two weeks before the start of the course.

Where notice of cancellation is received we will refund a proportion of the course fee as follows. The non-refundable portion of the course fee (advised at the time of booking) cannot be reimbursed.

Note: the periods reference the day on which we receive your written notification of cancellation.

Notice Period	% of refund
More than 14 working days before the start date	100% of the refundable portion
7-14 working days before the start date	50% of the refundable portion
Less than 7 working days before the start date	0%

If you fail to attend the course, and do not notify us, no element of the course fee is refundable.

Please read our full terms and conditions on pages 3 and 4.

Section 6 – Declaration

I wish to apply for a place on the course indicated above. I have read and understood the course fees, terms and conditions and refund policies.

I understand that the information provided on this form will be held by the University for the purpose of course administration. I consent to the collection and processing of relevant data by the University, subject to the provisions of the General Data Protection Regulation (GDPR)

Please print name to agree to the T&C's:	Date:
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IT Learning Centre Online Course Booking Terms and Conditions–Affiliated, Alumni and External Applicants

If you have any queries about the IT Learning Centre, please email: courses@it.ox.ac.uk to contact a member of the ITLC Team.

Definitions

In these terms and conditions:

“ITLC” means IT Learning Centre

“IT Services” means Oxford University IT Services

“Courses Office” means the ITLC Course and Administration Office at IT Services

“Applicant” means an individual who has submitted a booking form for a course

“Participant” means an individual who has a confirmed place on a course

“Booking form” means the booking form which will be emailed to you

“In Writing” means by email

Booking procedure

Applicants should complete the booking form. Bookings must be made by the applicant. If a course place is required for another applicant please email: courses@it.ox.ac.uk. Places cannot be reserved before a course opens for booking.

By completing the booking form applicants are agreeing to the cancellation terms and conditions of booking.

Booking confirmation

Acknowledgement of the booking will be sent via automated email from the booking system.

Joining Instructions

Joining instructions will be sent via automated email from the booking system email prior to the course.

Pre-requisites

Applicants must ensure that they have attained any prerequisite knowledge as set out in the course description.

Charging

You will be notified of the charge for courses. Payment is required in advance.

Payment methods

Payment can be made by:

- Credit/debit card via our online shop (details will be sent)
- A purchase order will be required in order for an invoice which must be sent to us prior to the course. Participants must make sure that they have a place on a course before sending a purchase order for payment.

Substitutions

Substitutions may be made in certain circumstances by emailing: courses@it.ox.ac.uk prior to the course. This must be done to ensure that records are up-to-date and that attendance certificates/registers are correct

Cancellation of a course by ITLC

On occasion, unforeseen circumstances may require ITLC to cancel a course. In such circumstances ITLC will give as much notice as possible and endeavour to organise another course date, or refund any fees paid, but no compensation will be paid for any additional costs incurred.

Refunds

The following refund policy is applicable for these courses.

Where notice of cancellation is received we will refund a proportion of the course fee as follows. The non-refundable portion of the course fee (advised at the time of booking) cannot be reimbursed.

Note: the periods reference the day on which we receive your written notification of cancellation.

Notice Period % of refund

More than 14 working days before the start date 100% of the refundable portion

7-14 working days before the start date 50% of the refundable portion

Less than 7 working days before the start date 0%

Non Attendance

If a participant fails to attend a course then the course fee will remain payable in full.

Accessibility

Information about special arrangements for our courses is available on our accessibility page. Participants should email courses@it.ox.ac.uk in advance if any special requirements

Location

Unless otherwise stated, courses are held online in Microsoft Teams. Delegates will need to provide their own computer with a browser and the Teams desktop app installed. You will need a webcam and microphone with speakers or headset. You need to be online with a reliable internet connection.

Arrival

Participants should join the Teams session 10 minutes prior to the advertised start time.

Late Arrivals

Courses start promptly at the advertised time. If participants are more than 15 minutes late it is at the discretion of the teacher as to whether they will be able to join the course. Participants who then join the course later than 30 minutes after the start may not receive a certificate or have their attendance recorded.

Course duration

If a participant is unable to stay for the duration of the course this must be discussed with the teacher.

Missed sessions

For multi-session courses, participants must attend all sessions.

Privacy/Data Protection

Any personal details provided to ITLC will be processed in accordance with the principles of GDPR and the IT Learning Centre's Privacy Policy.

Copyright of Teaching Resources

Oxford University takes copyright seriously. Some of our materials are available under an open educational resource licensing agreement but others are not. Before reusing or distributing any of our materials contact us.

Video and Audio Recording

The University of Oxford is committed to enhancing the student learning experience and it is with this purpose in mind that the University enables the recording of courses, lectures and seminars.

The recordings are stored in the cloud in accordance with the appropriate University guidance and policies.

Participants must not record courses without prior consent of the teacher and the course providers.

The IT Learning Centre may make recordings for educational and promotional use or for accessibility and inclusivity reasons. Participants will be made aware of any recording.

Online teacher-led courses - The recording will include what appears on the screen, the audio stream, and the content of the chat panel. A recording will only be available to the person who has requested it for a limited time.